

Information Technology Advisory Board

JULY 22, 1998

MEETING MINUTES

ATTENDEES:

Betty Rottmann, Chairman	Dena Brand	Doug Norment	Tom Ward
Mike Backer	Fred Evermon	Rex Peterson	Ron Welschmeyer
Joyce Backes	Jan Grecian	Rich Pierce	Debbie Wells
John Bax	Cliff Gronauer	Jim Poole	Tony Wening
Rich Beckwith	Russell Helm	Jim Roggero	Chris Wilkerson
Matt Blotevogel	Gina Hodge	Larry Seneker	Mary Willingham
Karen Boeger	Bob Meinhardt	Kevin Stock	Lanny Wingate

OPENING REMARKS

Betty Rottmann, Chairman, called the ITAB meeting to order at 8:30 a.m. on July 22, 1998 in the Interpretive Center of the Secretary of State's Office.

Betty welcomed Chris Gronauer to ITAB. Chris is the new Data Processing Director from the House of Representatives.

APPROVAL OF MINUTES

Approval of the July 1, 1998, Information Technology Advisory Board Meeting Minutes.

Betty asked for additions, deletions or corrections to the July 1, 1998 ITAB meeting minutes. Motion was made to approve the minutes by Jim Roggero and seconded by Joyce Backes.

1. Personnel Committee Update (Joyce Backes)

Joyce thanked the committee for their hard work on the classification issue. Members of the committee: Dena Brand, John Bax, Larry Bonnot, Tom Ward, Don LaFontaine, Bob Meinhardt, Ron Welschmeyer, and G. D. Miller.

The job descriptions are only guidelines. It is still a management decision to make adjustments. The proposal addressed improvements in three areas: 1) Better entry level into system 2) Develop career ladder for highly technical people and 3) Consolidate IT classes into common series.

Open discussion: Jim Poole asked for clarification on several points in the document. Committee members as well as Joyce Backes answered several questions. Most thought that there were two issues 1) career path and 2) salaries, with compression still an issue. As of October 1 your classification will move over to another title unless you send through a new job description. Promotions will not be automatic.

The ITAB will review this annually to consider changes and look at where the job descriptions fit. Approved to recommend to Personnel Advisory Board. Chairman, Betty Rottmann, will send letter from ITAB stating approval of committees recommendation and approval to recommend it to Personnel Advisory Board. Committee will tell ITAB when it would be appropriate to review recommendation on when we should review plan and get feedback.

ACTION REQUIRED: Betty Rottmann will send a letter to the Personnel Advisory Board stating ITAB's approval. Review annually. Joyce Backes will bring back Committee's suggestion as to best time to review.

2. CIO Update (Mike unable to attend) Jan Grecian

Plan to upgrade IT salaries presented to Total Compensation Committee. Will keep everyone informed.

ACTION REQUIRED: Review after one year

3. SAM II Update (Jim Schutt)

Jim unable to attend nothing to report.

ACTION REQUIRED: None

4. Architectural Standards Update (Chris Wilkerson/Larry Seneker)

Working with META. Trying to improve pricing. Will keep ITAB up to date.

ACTION REQUIRED: None

5. Year 2000 Update (Dave Schroeder)

Dave unable to attend. Handout was distributed.

ACTION REQUIRED: None

6. Data Center Consolidation Update (Gerry Wethington)

Gerry unable to attend. Joyce stated only issue is naming standards. Meeting July 23 on naming standards.

ACTION REQUIRED: None

7. Prime Vendor Update (Larry Seneker)

No meeting since last ITAB meeting.

ACTION REQUIRED: None

8. Information Technology Education Advisory Committee Update (Jim Roggero/Bruce Vieweg)

Jim Roggero discussed the last ITEAC meeting. Members had a hands on with Computer Based Training from different vendors. Need to know how the ITAB wants the committee to proceed. Will likely recommend more than one vendor.

Jan Grecian mentioned Southwest Missouri State's new Master's program. ITAB members will be receiving information about the program and should pass along to interested staff members.

ACTION REQUIRED: None

9. Internet/MOREnet Update (Tony Wening)

Tony Wening spoke about conversion in Truman Building. Cisco Academy at St. James school district in process.

ACTION REQUIRED: None

10. Internet Support and Service Update (Debbie Wells)

Will be developing a service performance plan as well as a security plan for FY99.

ACTION REQUIRED: None

11. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Looking at an imaging contract. Met on July 21 with several agencies to determine best scanners. Will look Best thing is to get a statewide maintenance contract. Might look at workgroup imaging. May have META group to see what they offer.

ACTION REQUIRED: None

12. Network Consolidation Study Update (Mike Benzen)

Question was raised about agencies that want to be a pilot. Some members had asked and received no answer. Motion was made to add this to the agenda. Need someone from O.A./DP&T at meetings to answer questions.

ACTION REQUIRED: Request DP&T to have someone at ITAB meetings to answer questions.

13. ITAB Recognition Award (Betty Rottmann/Jan Grecian)

This is a way to recognize individuals/groups that do exceptional work. OIT will provide the plaque. The Award Committee will consist of chairman and co-chairman of ITAB and Mike Benzen. It was decided that the award was a good idea, however, need to do the following steps first:

1. Scope
2. Criteria for screening
3. Teams/individuals
4. Publicize award
5. Bring nomination back and review with individual who nominated person/team.
6. Will bring to ITAB for final approval of those nominated.

ACTION REQUIRED: Award Committee will review criteria for award.

14. Project Management Update (Betty Rottman/Tom Stokes)

Will review Risk Management this afternoon following ITAB. Update on Project Certification Process. This new process is mandatory when going for funding for every agency.

ACTION REQUIRED: None

REVIEW OF ACTION ITEMS:

Nothing to report.

OTHER DISCUSSION:

Next meeting is **Wednesday, August 26, 1998** at the Secretary of State's Interpretive Center.

Betty Rottmann
Chairman